

**Robert Smith**

**Orthopedic Nurse**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I was excited to discover that you are seeking to fill the Orthopedic Nurse within (Hospital Name) in (Location name). I am certain that my previous field experience, exceptional industry knowledge, and finely honed skill sets make me a suitable candidate for this role, and I am also confident that I would be a valuable addition to your organization.

I just graduated in (Month, year) from (University Name) with a (Qualification). I earned my bachelor of science degree in nursing from (State University Name in the year) and passed the state boards and worked for 4 years as a registered nurse in the (Facility name) before returning to school to continue my nursing studies with a concentration on neonatology.

Highlights of my qualification include –

* Excelled in my academics and was not only among the top 3% of students but also was pro-actively involved in multiple clubs and associations, my educational background has helped me to become a valuable team player and allowed me to groom my problem solving and time management skills.
* While working at (facility name) I was recognized for my contribution towards providing emergency care, maintaining confidential files and records, and providing professional support and assistance to multiple Doctors.
* Providing comprehensive Orthopedic nursing support in a wide range of surgical cases.
* Consistently demonstrating a stellar commitment to providing quality patient care while aligning with legal regulations, and nursing philosophy.
* Tracking patient progress, and reports, and communicating effectively across diverse medical teams for ensuring appropriateness.
* Additionally achieved credentials as a Certified emergency nurse – CEN.

Furthermore, I have spent most of my time caring for infants born with health challenges. Finally, I am ready to hone my skills and would be an accuracy-oriented person offering a strong work ethic to successfully execute all assigned duties. I am happy to schedule an interview at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]